

Date: September 5, 2019



Platinum Merchant – USER MANUAL

Acquisition and Customization of Modernized Electronic Government Procurement System (MGEPS)

DBM – PHILGEPS

Provider: Joint Venture of NextIX Inc. and Nextenders (India) Pvt. Ltd.

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Introduction

Red merchant who wants to supply product through eMarketplace, get the email notification of their bid match or for any other similar additional feature for platinum merchants on Modernized Government Electronic Procurement System (mGEPS) can opt for upgrade for platinum membership. This manual is for the merchant users who are willing to upgrade themselves or their organization on the Modernized Government Electronic Procurement System (mGEPS) to platinum membership. This manual informs the users about process, fields/ form involved in platinum application. The manual guides the user for filling the online platinum membership form, apply and renewal for platinum membership. It also helps merchants to maintain their platinum profiles.

System Structure

mGEPS – Platinum Merchant is a module of larger web application Modernized Government Electronic Procurement System (mGEPS) that can be accessed anywhere in the Philippines as long as an internet connection is available.

Web Browsers that can Access the System:

- Google Chrome
- Mozilla Firefox
- Internet Explorer (version 11)
- Safari

Main Users of the System:

Merchant have two Types of users; (1) Merchant coordinator and (2) Merchant User. Merchant coordinator is a user who shall be performing the operations of coordinator, apart from the other Transactional operations on behalf of merchant organization. Merchant Users are the users who shall perform Transactional operations on behalf of merchant organization. In this manual, the focus will be on merchant coordinators and merchant users.

Login Access:

Merchants are required to be Red Merchant. The Merchant Coordinator will in turn will apply for platinum upgrade or its renewal.

User Access Rights:

Merchant user is entitled to perform the following access or commands:

Stakeholder Name	Role
Merchants Coordinator	<ul style="list-style-type: none">• Sub-user management (Add, Edit, Activate/deactivate merchant user)• View, Update Organization Profile• Upgrade Membership to Platinum• Update Eligibility Documents• View, Download, Print Membership Certificate

	<ul style="list-style-type: none"> • Edit Bid Match Profile and Bid Match Results View (result) • View Organization Activity Log • View Own Activity Log • View, Download, Participate Invited Opportunities • View, Download, Participate My Opportunities • View, Accept My Awarded Notices • View Directory • View/Download Open Opportunities • View/Download Former Opportunities • View Award Notices • View AMP Awarded Notices • View Annual Procurement Plan • View, Edit Own Profile • View of Dashboard Analytics • View, Download User Manual • Add, Edit Items and its specification
Merchant User	<ul style="list-style-type: none"> • View Organization Profile • Edit Bid Match Profile and Bid Match Results View (result) • View Own Organization's Registered Sub-user • View Membership Certificate • View Own Activity Log • View, Download, Participate Invited Opportunities • View, Download, Participate My Opportunities • View, Accept My Awarded Notices • View Directory • View/Download Open Opportunities • View/Download Former Opportunities • View Award Notices • View AMP Awarded Notices • View Annual Procurement Plan • View, Edit Own Profile • View of Dashboard Analytics • View, Download User Manual

Getting Started

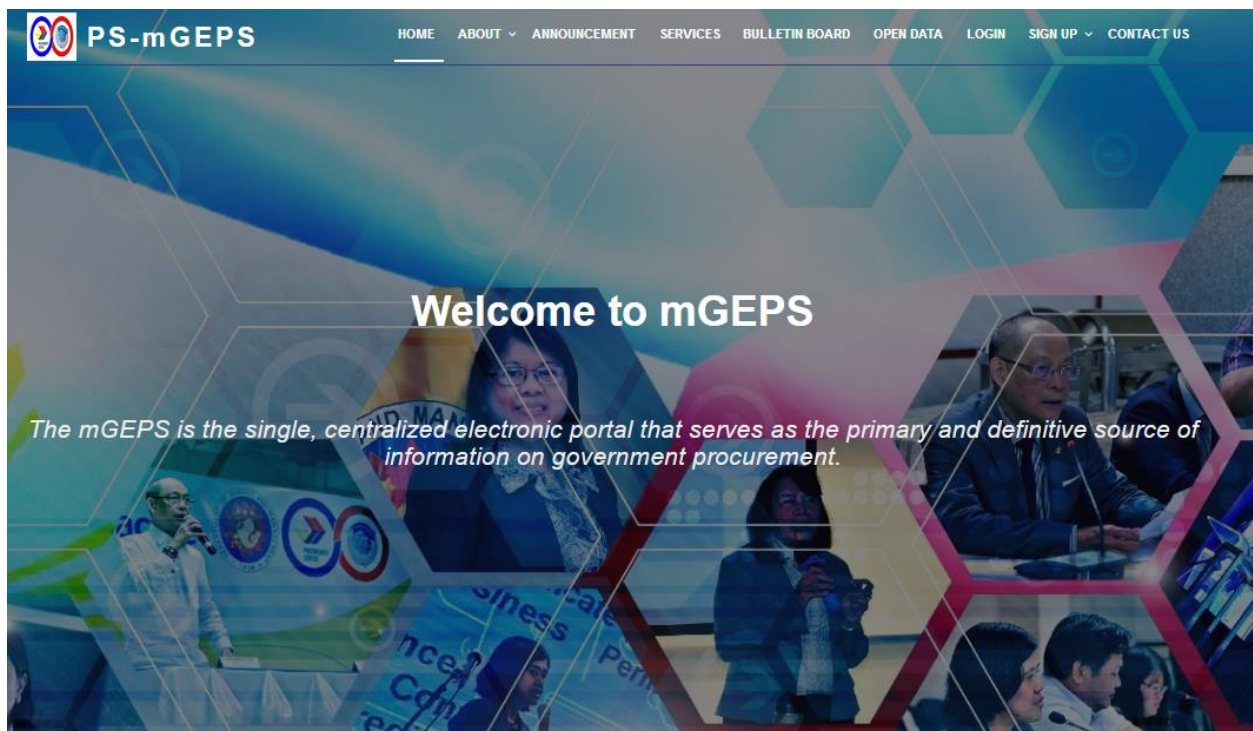
This section will illustrate the step by step walkthrough of the system from initiation through exit. The logical arrangement of the information shall enable the Merchant user to fully understand the flow and functionality of the system.

Part I. Accessing mGEPS.

A. Landing Page

System URL or link is <https://www.philgeps.gov.ph/>

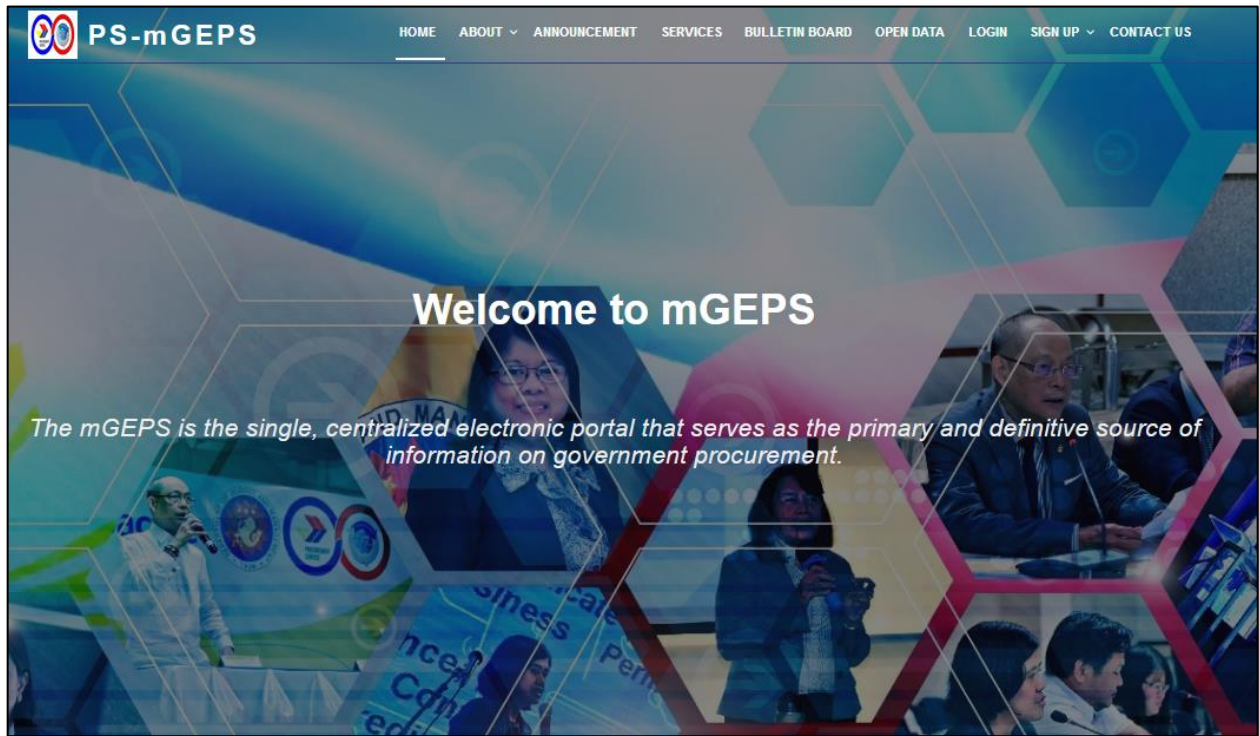
1. Menus in Landing Page



The following are the Menus in the landing page:

- Home – the page after selecting the url
- About -
- Announcement
- Services
- Bulletin Board
- Open Data
- Login
- Signup
- Contact

B. System Log-in for Merchant Users



Step 1: Key in MGEPS URL or link : <https://www.philgeps.gov.ph/>

Step 2: In landing page select “**LOGIN**” menu Item.

mGEPS HOME LOGIN REGISTER NOW CSO REGISTRATION Date: 07-23-2018 16:42:27

Modernized Government e-Procurement System
mGEPS

mGEPS Login

Login Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

LOG IN

Select Login as

User Name

Password

LOGIN **FORGOT PASSWORD ?**

Step 3: In first box of drop-down field, choose Log in type. Select Login as “**Merchant**”

Step 4: In second box or text field, type or key in the username given by System Administrator

Step 5: In third box or text field, type the password then select “**LOG IN**” button.

Login Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

LOG IN

Please Select login as → User needs to select login type

Please enter Username → User needs to key in username

Please enter Password → User needs to key in password

LOG IN
FORGOT PASSWORD ?

Step 6: If any of the box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

mGEPS
HOME LOGIN REGISTER NOW CSO REGISTRATION | Date: 07-23-2018 17:03:13

mGEPS Login

You have entered an invalid User Name or Password

Login Instructions

Selection of user type: select the user type from drop down.

Merchant: for all merchants.

Agency / Observer: for all agency users, and CSO / observer users.

User name for log in: provide the user name / login ID for your account in the 'user name' entry box.

Password for log in: please provide the password in the password entry box.

Log In: after providing user name and password click the button 'Login'. You can also press the 'enter' button of your keyboard.

Forgot Password: if you have forgot the password, click the button 'Forgot Password' and follow the instructions to reset your password.

LOG IN

LOG IN
FORGOT PASSWORD ?

Step 7: If Incorrect username or password, a prompt message will be shown, and user needs to key in correct username and password.

Pending Task		Dashboard Analytics
Name of Category	Count	
Upgrade Platinum Registration	1	
Bid Match Opportunities	0	
Invitation to Bid	0	
My Opportunities	0	

Step 8: Successful login will route the system to pending task of the user on the MGEPS system.

Platinum Merchant Manual

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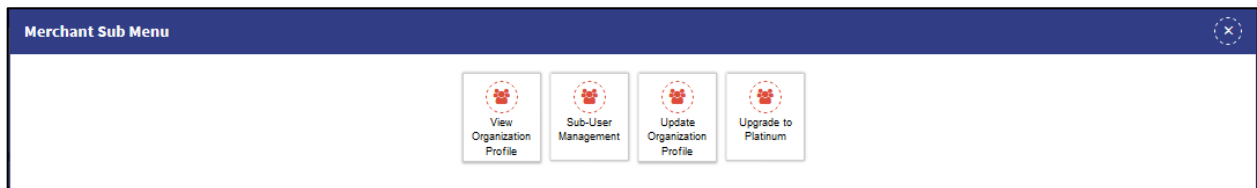
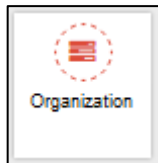
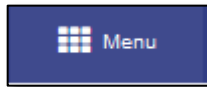
Part II. Platinum Registration.

A. Platinum Upgrade

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))

Pending Task		Dashboard Analytics
Name of Category	Count	
Upgrade Platinum Registration	1	
Bid Match Opportunities	0	
Invitation to Bid	0	
My Opportunities	0	

OR



Step 2: Select **“Upgrade Platinum Registration”** from Pending Task. Alternatively, merchant can also select **“Menu”** icon on top right of screen, select **“Organization”** Select **“Upgrade to Platinum”**. Platinum Application form is displayed.

Platinum Registration		Back	
Audited Financial Statement			
Date of Filing: *	<input type="text"/>	Current Asset: *	<input type="text"/>
Total Asset: *	<input type="text"/>	Current Liabilities: *	<input type="text"/>
Total Liabilities: *	<input type="text"/>	Name of Auditor: *	<input type="text"/>
BIR RDO Code: *	<input type="text"/>		
Upload Document (.pdf, .jpeg, .zips with 25MB Max. Size): *			
<input type="button" value="Browse..."/>			

PCAB License

Expiration Date:

Issued By / Signatory:

Issuance Date:

License No.:

License First Issue Date:

Principal Classification:

Category:

Upload Document (pdf, jpeg, zips with 5MB Max. Size):

Tax Clearance

Expiration Date: *

Issued By / Signatory: *

TCC Number: *

Issuance Date: *

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

Mayor's Permit

Expiration Date: *

Place of Issue: *

Issuance Date: *

Permit Number: *

Issued By / Signatory: *

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

Sworn Statement

Date Signed: *

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

SEC Certificate

SEC Registration Date: *

SEC Certificate Number: *

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

I hereby certify that the information contain herein are true and accurate.*

Step 3: Platinum Upgrade Form gets displayed with few fields previously filled. The Form has 6 Sections i.e. Audited Financial Statement, PCAB License, Tax Clearance, Mayor's Permit, Sworn Statement. Fields in these sections, depends on their Form of Organization.

Audited Financial Statement

Date of Filing: *

Total Asset: *

Total Liabilities: *

BIR RDO Code: *

Upload Document (.pdf, .jpeg, .zips with 25MB Max. Size): *

1566286018Audited_financial_statement.pdf
Remove

Current Asset: *

Current Liabilities: *

Name of Auditor: *

Step 4: Fill in the section Audited Financial Statement as per table below. This section is applicable to all company types except for individual consultant. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Mandatory	Description
Date of Filing	Yes	Merchant needs to select the date of filing of audited financial statement. This can be past dates and current dates.
Current Asset	Yes	Merchant needs to fill in the Current Asset. This can be maximum 20 digits and 2 decimals are allowed
Total Asset	Yes	Merchant needs to fill in the Current Asset. This can be maximum 20 digits and 2 decimals are allowed
Current Liabilities	Yes	Merchant needs to fill in the Current Asset. This can be maximum 20 digits and 2 decimals are allowed
Total Liabilities	Yes	Merchant needs to fill in the Current Asset. This can be maximum 20 digits and 2 decimals are allowed
Name of Auditor	Yes	Merchant needs to fill in the Name of Auditor. This can be maximum 200 characters alphanumeric and "dot" "-" accented characters allowed.
BIR RDO Code	Yes	Merchant needs to fill in the BIR RDO code. This can be maximum 20 characters alphanumeric.
Upload Document	Yes	Merchant needs to upload the audited financial statements. This can be multiple files of type pdf, jpeg, zip and size can be 25 MB maximum.

Upload Document (.pdf, .jpeg, .zips with 25MB Max. Size): *

1566286018Audited_financial_statement.pdf
Remove

Step 5: If the merchant is willing to remove file, select **“Remove”**. Merchant can select **“Choose File”** button and upload multiple files.

Step 6: Fill in the section PCAB License as per table below. This section is applicable to all company types except for individual consultant (Local and Foreign) and foreign companies. The section is non mandatory.

Field Name	Mandatory	Description
Expiration Date	No	Merchant needs to select the date of Expiration of PCAB License. This can be current and future dates.
Issued By / Signatory	No	Merchant needs to fill in the designation of signatory. This can be maximum 200 characters alphanumeric and "dot" "-" accented characters allowed.
Issuance Date	No	Merchant needs to select the issuance date of PCAB License. This can be current and past dates.
License No	No	Merchant needs to fill in the License No of PCAB License. This can be maximum 20 characters alphanumeric.
License First Issue Date	No	Merchant needs to select the First issuance date of PCAB License. This can be current and past dates.
Principal Classification	No	Merchant needs to fill in the Principal Classification. This can be maximum 50 characters.
Category	No	Merchant needs to fill in Category. This can be maximum 20 characters.
Upload Document	No	Merchant needs to upload the PCAB License. This can be of type pdf, jpeg, zip and size can be 5 MB maximum.

Step 7: Fill in the section Tax Clearance as per table below. This section is applicable to all company types except for individual consultant (Local and Foreign). If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Mandatory	Description
Expiration Date	Yes	Merchant needs to select the date of Expiration of Tax clearance certificate. This can be current and future dates.

TCC Number	Yes	Merchant needs to fill in the TCC Number. This can be maximum 20 characters alphanumeric and "-" character is allowed.
Issued By / Signatory	Yes	Merchant needs to fill in the designation of signatory. This can be maximum 200 characters alphanumeric and "dot" "-" accented characters allowed.
Issuance Date	Yes	Merchant needs to select the issuance date of Tax Clearance Certificate. This can be current and past dates.
Upload Document	Yes	Merchant needs to upload the Tax Clearance Certificate. This can be of type pdf, jpeg, zip and size can be 5 MB maximum.

Mayor's Permit

<p>Expiration Date: *</p> <input type="text" value="05-Aug-2020"/>	<p>Permit Number: *</p> <input type="text" value="421025"/>
<p>Place of Issue: *</p> <input type="text" value="Metro Manila"/>	<p>Issued By / Signatory: *</p> <input type="text" value="Mayor"/>
<p>Issuance Date: *</p> <input type="text" value="06-Aug-2019"/>	<p>Upload Document(pdf, .jpeg, .zips with 5MB Max. Size): *</p> <input type="button" value="Browse..."/> Permit.pdf

Step 8: Fill in the section Mayor's Permit or Mayor's permit as per table below. This section is applicable to all company types except for individual consultant (Local and Foreign). If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Mandatory	Description
Expiration Date	Yes	Merchant needs to select the date of Expiration of Mayor's Permit. This can be current and future dates.
Permit Number	Yes	Merchant needs to fill in the Permit No. This can be maximum 50 characters alphanumeric.
Place of Issue	Yes	Merchant needs to fill in the place of issue. This can be maximum 50 characters and comma, "dot" "-" are allowed.
Issued By / Signatory	Yes	Merchant needs to fill in the designation of signatory. This can be maximum 200 characters alphanumeric and "dot" "-" accented characters allowed.
Issuance Date	Yes	Merchant needs to select the issuance date of Mayor's Permit. This can be current and past dates.
Upload Document	Yes	Merchant needs to upload the Mayor's Permit. This can be of type pdf, jpeg, zip and size can be 5 MB maximum.

Sworn Statement

<p>Date Signed: *</p> <input type="text"/>	<p>Upload Document(pdf, .jpeg, .zips with 5MB Max. Size): *</p> <input type="button" value="Browse..."/>
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Step 9: Fill in the section Sworn Statement as per table below. This section is applicable to all. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Mandatory	Description
Date Signed	Yes	Merchant needs to select the date of Signed of Sworn Statement. This can be current and past dates.
Upload Document	Yes	Merchant needs to upload the Sworn Statement. This can be of type pdf, jpeg, zip and size can be 5 MB maximum.

SEC Certificate

SEC Registration Date: *
01-Aug-2019

SEC Certificate Number: *
254215

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

Section for partnership and corporation.

Individual Local Consultant-Curriculum Vitae

Date Last Updated: *

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

Section for Individual Local Consultant Curriculum Vitae

DTI Certificate

DTI Certificate Number: *
254125

Issued By / Signatory: *
Arnold Paredo

Registration Date: *
01-Aug-2019

Expiration Date: *
31-Jul-2020

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

Section for Single Proprietorship

CDA Certificate Template

CDA/NEA Registration Number: *
421052

CDA/NEA Registration Date: *
01-Aug-2019

Upload Document(pdf, jpeg, zips with 5MB Max. Size): *

For Cooperative.

Step 10: The fields in last section will be applicable based on company type. The field values will be auto populated as filled during red registration. Merchant can edit the last section as per table below. If mandatory box or fields are left unanswered, a prompt message will appear beneath the boxes and user will be asked for the certain field to be filled up.

Field Name	Applicable to Form of Organization	Mandatory	Description
DTI Certificate Number	For Single Proprietorship	Yes	Merchant needs to fill his DTI Certificate Number. This can be numeric, 60 digits maximum.
DTI Registration Date	For Single Proprietorship	Yes	Merchant needs to select his DTI Registration date.
Expiration Date	For Single Proprietorship	Yes	Merchant needs to select his DTI Registration Expiration date.
Signatory	For Single Proprietorship	Yes	Merchant needs to select his DTI Registration Certificate signatory name.
DTI Business Scope	For Single Proprietorship	Yes	Merchant needs to select his DTI Business Scope. This can be National, Regional City / Municipality, Barangay.
SEC Certificate Number	For Partnership, Corporation.	Yes	Merchant needs to fill his SEC Certificate Number. This can be numeric, 60 digits maximum.
SEC Registration Date	For Partnership, Corporation.	Yes	Merchant needs to select his SEC Certificate date.
CDA/NEA Registration Number	For Cooperative.	Yes	Merchant needs to fill CDA/NEA Registration Number. This can be numeric, 60 digits maximum.
CDA/NEA Registration Date	For Cooperative.	Yes	Merchant needs to select his CDA/NEA Registration date.
Expiration Date	For Cooperative.	Yes	Merchant needs to select his CDA/NEA Registration Expiration date
Business Registration Number	For Foreign Company/ Organization.	No	The value of this filed will be same as filled while user id creation. The merchant cannot change the value of this field.
Business Registration Date	For Foreign Company/ Organization.	No	Merchant needs to select his Business Registration Date.
Date Last Updated	For Individual Consultant (Local and Foreign)	Yes	Merchant needs to select date Last Updated.
Upload Document	For All type of Organization Type	Yes	Merchant needs to upload the relevant certificate. This can be of type pdf, jpeg, zip and size can be 5 MB maximum.

I hereby certify that the information contain herein are true and accurate.*

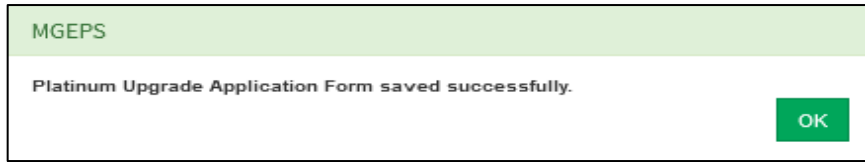
Save & Continue Cancel

Step 11: Select the check box to certify that the information is true and accurate.

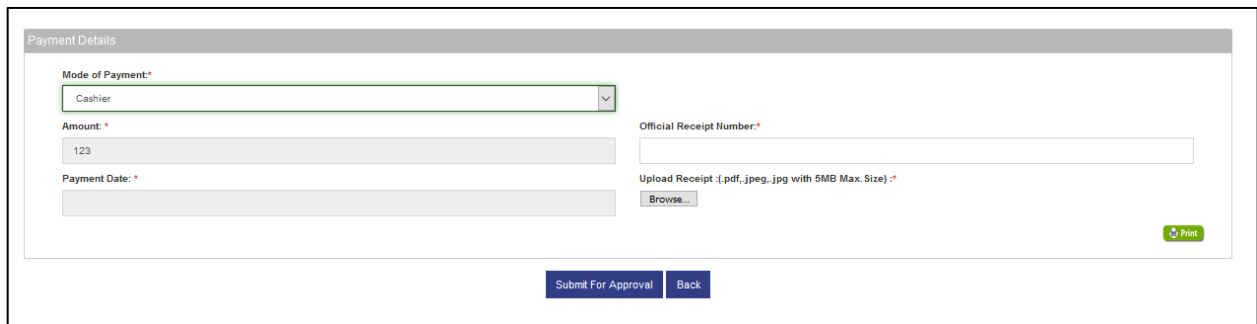
Platinum Registration

Do you want to Save Platinum Upgrade Application Form?

Step 12: Select “**Save & Continue**” button to submit the form. The system will prompt “*Do you want to save Platinum Upgrade Application form?*” Select “**YES**” to save the form and “**NO**” to close the popup. Merchant to cancel/discard the filled form, selects “**cancel**” button. The user will be navigated to pending task screen.

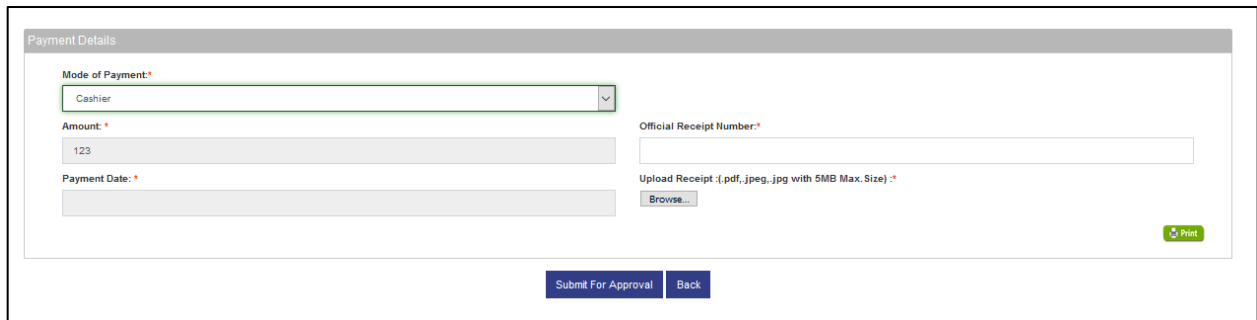


Step 13: upon saving system will prompt a message “*Platinum Upgrade Application Form saved successfully*” and will be navigated to payment details page. Select “**OK**” to close the popup. This will save the platinum application form in draft mode.



Step 15: Merchant upon choosing to pay the fee to cashier will choose the option “cashier”

Step 16:



Merchant upon paying the fee to cashier, will choose the option “*cashier*” This will display the fields for “*cashier*” mode of payment. Merchant needs to fill in the fields as per table below

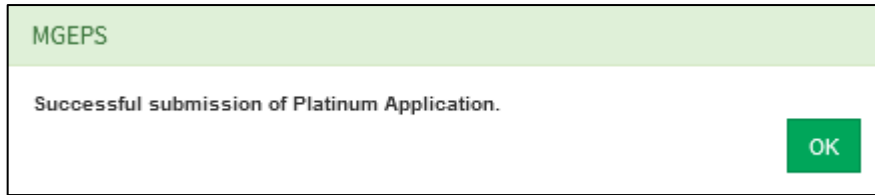
Field Name	Editable	Mandatory	Description
Mode of Payment	No (Selectable)	Yes	Merchant needs to select the mode of payment as “ <i>Cashier</i> ”.
Amount	No (Fixed)	Yes	This field is auto populated as per fee structure.
Official Receipt Number	Yes	Yes	Merchant needs to fill in the Receipt Number received after making payment to cashier.
Payment Date	Yes	Yes	Merchant needs to select the payment date as per receipt. This current or previous date.
Upload Receipt	Yes	Yes	Merchant needs to upload the receipt. This can be of type pdf, jpeg, jpg and size can be 5 MB maximum.

Merchant willing to pay the fee to On Call, will choose the option **“On Call”** This will display the fields for **“On Call”** mode of payment. Merchant needs to fill in the fields as per table below

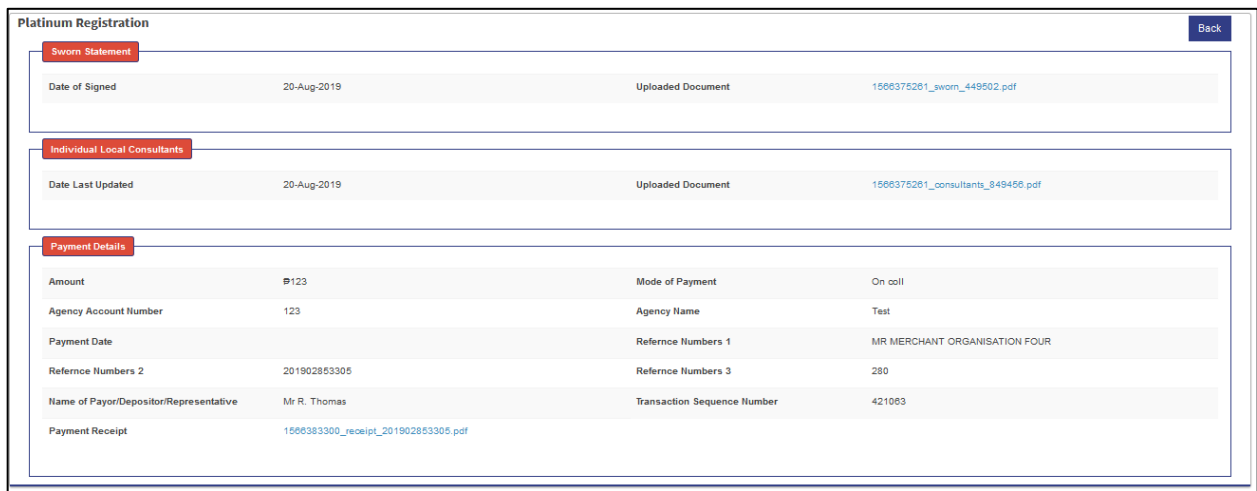
Field Name	Editable	Mandatory	Description
Mode of Payment	No (Selectable)	Yes	Merchant needs to select the mode of payment as “on call” .
Amount	No (Fixed)	Yes	This field is auto populated as per fee structure.
Agency Account No	No (Fixed)	Yes	This will be auto populated account number of PhilGEPS.
Agency Name	No (Fixed)	Yes	This will be auto populated account name of PhilGEPS.
Reference No 1	No Auto populated	No	This will be Organization Name and will be auto populated.
Reference No 2	No Auto populated	Yes	This will be auto generated transaction no.
Reference No 3	No Auto populated	No	This will be auto populated will be Organization Id.
Transaction Sequence No	Yes	Yes	Merchant needs to fill in the Transaction Sequence No after making payment to the bank.
Payment Date	Yes	Yes	Merchant needs to select the payment date as per receipt. This current or previous date.
Name of Payor/Depositor/Representative	Yes	Yes	Merchant needs to fill in Payor/Depositor/Representative Name.
Upload Receipt	Yes	Yes	Merchant needs to upload the receipt. This can be of type pdf, jpeg, jpg and size can be 5 MB maximum.

Merchant can select **“Print”** button to print the payment receipt.

Step 17: Merchant can select “Back” button to modify the platinum application form. Select “**Submit for Approval**” button to submit the form for Approval. The system will prompt “*Do you want to Submit Platinum Application form?*” Select “**YES**” to save the form and “**NO**” to close the popup.



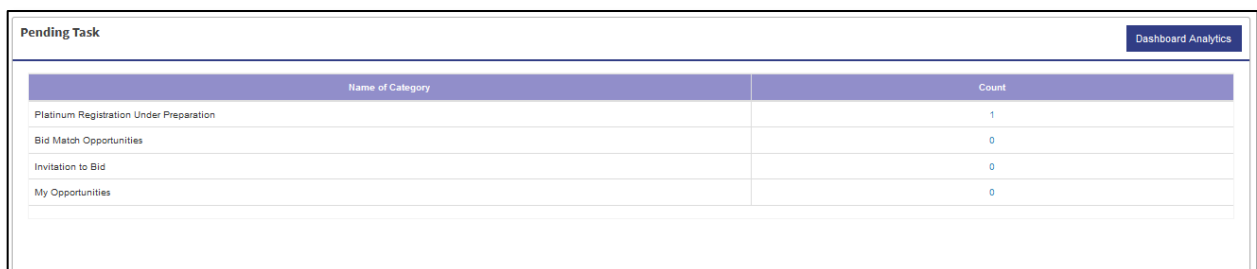
Step 18: System will prompt a confirmation message “*Successful submission of Platinum Application*” and navigate to platinum profile page. Select “**OK**” to close the popup.



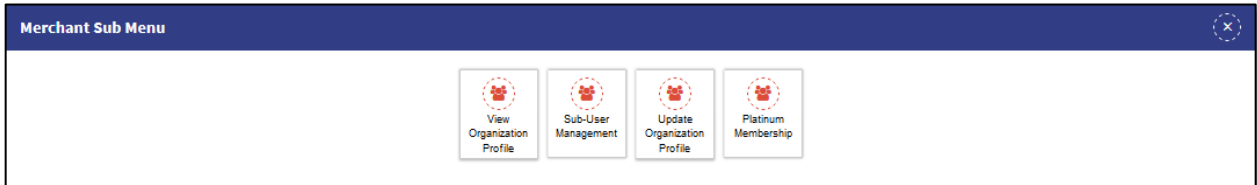
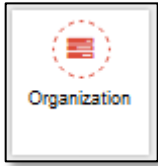
This Platinum application is reviewed by PhilGEPS and approved or rejected appropriately. Once approved the Platinum Registration is valid for a Year. After a year, if merchant is willing to continue, he may renew his platinum registration.

B. Edit draft Platinum Application

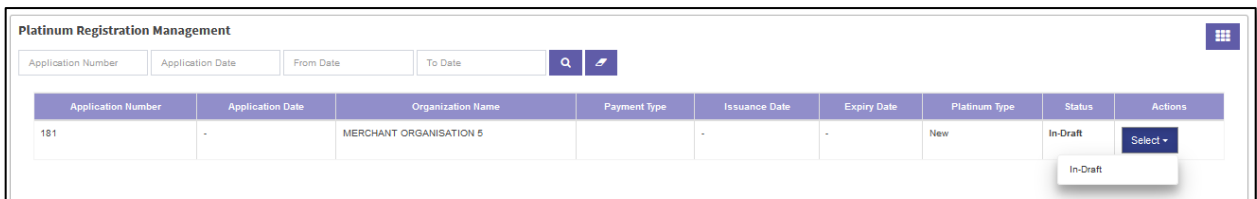
Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))



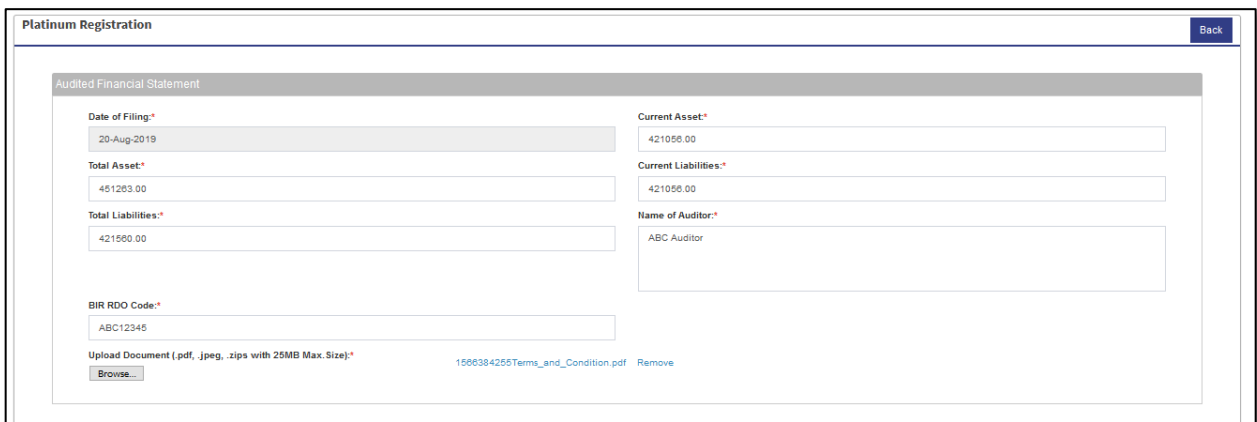
OR



Step 2: Select “**Platinum Registration Under preparation**” from Pending Task. Alternatively, merchant can also select “**Menu**” icon on top right of screen, select “**Organization**” Select “**Platinum Membership**”. Platinum Registration Management Screen will be displayed



Step 3: Select “**Select**” button under action column. Select “**In-Draft**”. This will open the Platinum Application Form with the field previously filled.



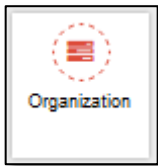
Step 4: Fill in the Platinum Application Form and submit for approval refer (**Part II. Platinum Registration. A. Platinum Upgrade Step 3 to Step 19**)

C. View Platinum Registration

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))

Pending Task		Dashboard Analytics
Name of Category	Count	
View Platinum Registration	1	
Re-apply Platinum Registration	1	
Bid Match Opportunities	0	
Invitation to Bid	0	
My Opportunities	0	

OR



Merchant Sub Menu

View Organization Profile

Sub-User Management

Update Organization Profile

Platinum Membership

Step 2: Select “[View Platinum Registration](#)” from Pending Task. Alternatively, merchant can also select “[Menu](#)” icon on top right of screen, select “[Organization](#)” Select “[Platinum Membership](#)”. Platinum Registration Management Screen will be displayed

Platinum Registration Management								
Application Number	Application Date	From Date	To Date					
180	21-Aug-2019	MR MERCHANT ORGANISATION FOUR	Oncall	-	-	New	Disapproved	<div style="border: 1px solid gray; padding: 2px;"> Select ▾ ReApply View Comments </div>

Step 3: Select “[Select](#)” button under action column. Select “[View](#)”. This will open the Platinum Application Form with the values filled while platinum application.

Platinum Registration Back

Sworn Statement

Date of Signed	20-Aug-2019	Uploaded Document	1566375201_sworn_449502.pdf
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Individual Local Consultants

Date Last Updated	20-Aug-2019	Uploaded Document	1566375201_consultants_849456.pdf
-------------------	-------------	-------------------	-----------------------------------

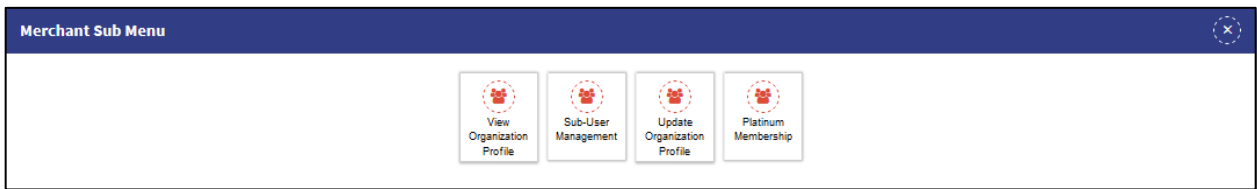
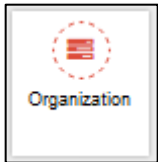
Payment Details

Amount	₱123	Mode of Payment	On coll
Agency Account Number	123	Agency Name	Test
Payment Date		Reference Numbers 1	MR MERCHANT ORGANISATION FOUR
Reference Numbers 2	201902853305	Reference Numbers 3	280
Name of Payor/Depositor/Representative	Mr R. Thomas	Transaction Sequence Number	421063
Payment Receipt	1566383300_receipt_201902853305.pdf		

Step 4: Merchant can select “Back” button to navigate back to Platinum Registration Management Screen.

D. View Comments

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))



Step 2: Select “Menu” icon on top right of screen, select “Organization” Select “Platinum Membership”. Platinum Registration Management Screen will be displayed

Platinum Registration Management Menu

Application Number: Application Date: From Date: To Date: Q ↗

Application Number	Application Date	Organization Name	Payment Type	Issuance Date	Expiry Date	Platinum Type	Status	Actions
180	21-Aug-2019	MR MERCHANT ORGANISATION FOUR	Oncoll	-	-	New	Disapproved	Select ▾ ReApply View Comments

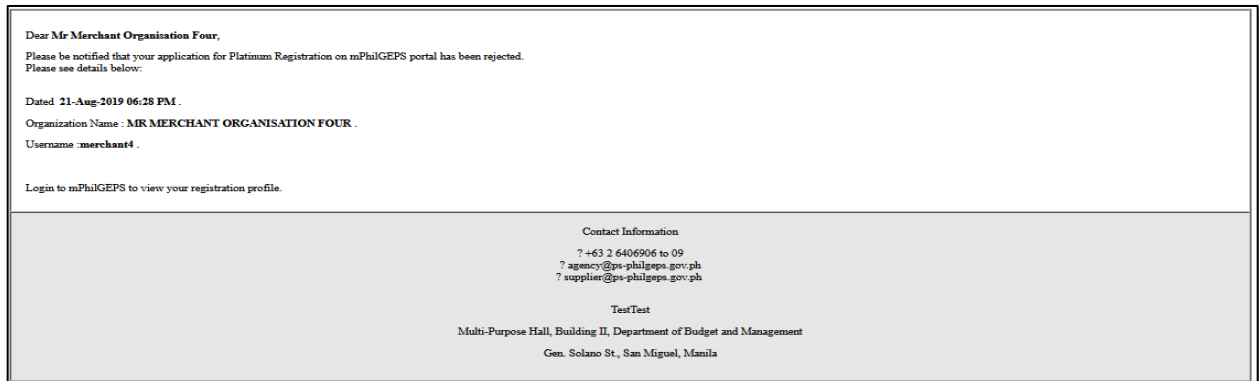
Step 3: Select “[Select](#)” button under action column. Select “[Comments](#)”. This will open the comments popup.

Organization Name	Comments	Comment By	Comment date
MR MERCHANT ORGANISATION FOUR	Rejected	adminuatint1	21-Aug-2019 07:28 PM

Step 4: This popup displays comments made by the approving authority under comments column. Merchant can also view commented by, comment date. Merchant can select Close Icon to close the popup.

E. [Reapply for Platinum Upgrade](#)

In case the merchant’s Platinum Application is rejected. Merchant receives the email notification.

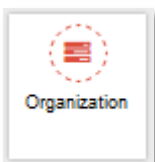


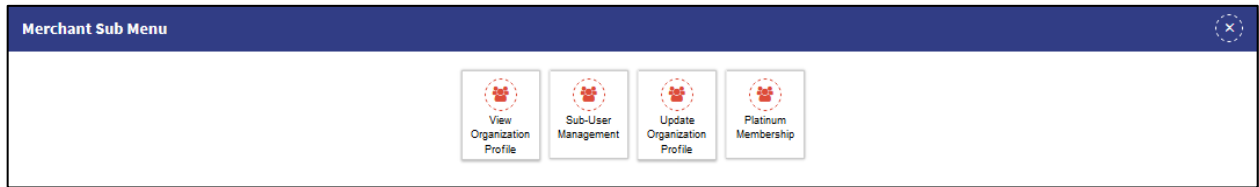
Merchant can view the rejection comments (Refer Section [Part II. Platinum Registration D. View Comments](#))
Merchant can resolve the concerns and reapply for platinum merchant.

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))

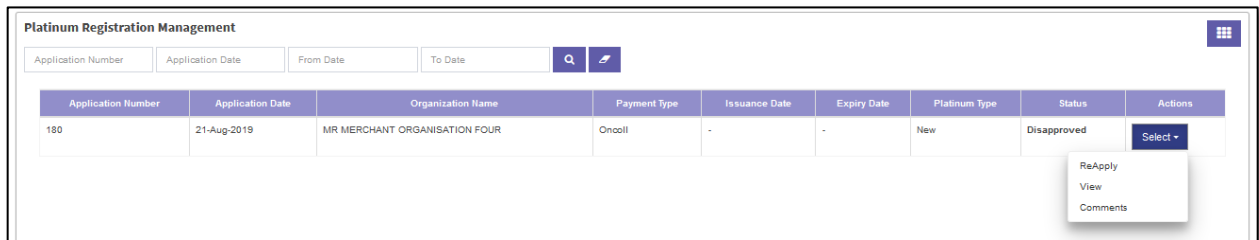
Name of Category	Count
View Platinum Registration	1
Re-apply Platinum Registration	1
Bid Match Opportunities	0
Invitation to Bid	0
My Opportunities	0

OR





Step 2: Select **“Reapply Platinum Registration”** from Pending Task. Alternatively, merchant can also select **“Menu”** icon on top right of screen, select **“Organization”** Select **“Platinum Membership”**. Platinum Registration Management Screen will be displayed

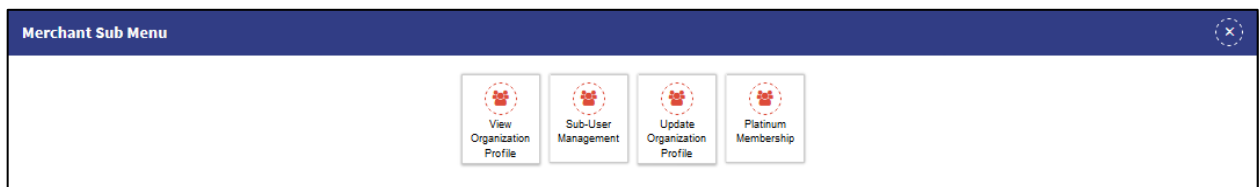
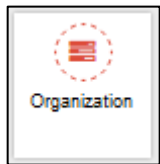


Step 3: Select **“Select”** button under action column. Select **“Reapply”**. This will open the Platinum Application Form with the previously filled values.

Step 4: Edit the Platinum Registration and submit for approval. For fields and steps refer [Part II. Platinum Registration. A. Platinum Upgrade Step 3 to Step 19](#)

F. Platinum Certificate download and Print

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))



Step 2: Select **“Menu”** icon on top right of screen, select **“Organization”** Select **“Platinum Membership”**. Platinum Registration Management Screen will be displayed

Platinum Registration Management

Application Number: [] Application Date: [] From Date: [] To Date: [] [] []

Application Number	Application Date	Organization Name	Payment Type	Issuance Date	Expiry Date	Platinum Type	Status	Actions
180	21-Aug-2019	MR MERCHANT ORGANISATION FOUR	Oncoll	23-Aug-2019 02:03 PM	23-Aug-2020 02:03 PM	New	Approved	Select +

- Edit
- View
- Amended History
- Certificate
- Comments

Step 3: Select “**Select**” button under action column. Select “**Certificate**”. This will open the certificate popup. This popup contains different columns (User Type, Generated By, Generation Date Time, Certificate Icon with download icon).

Certificate History

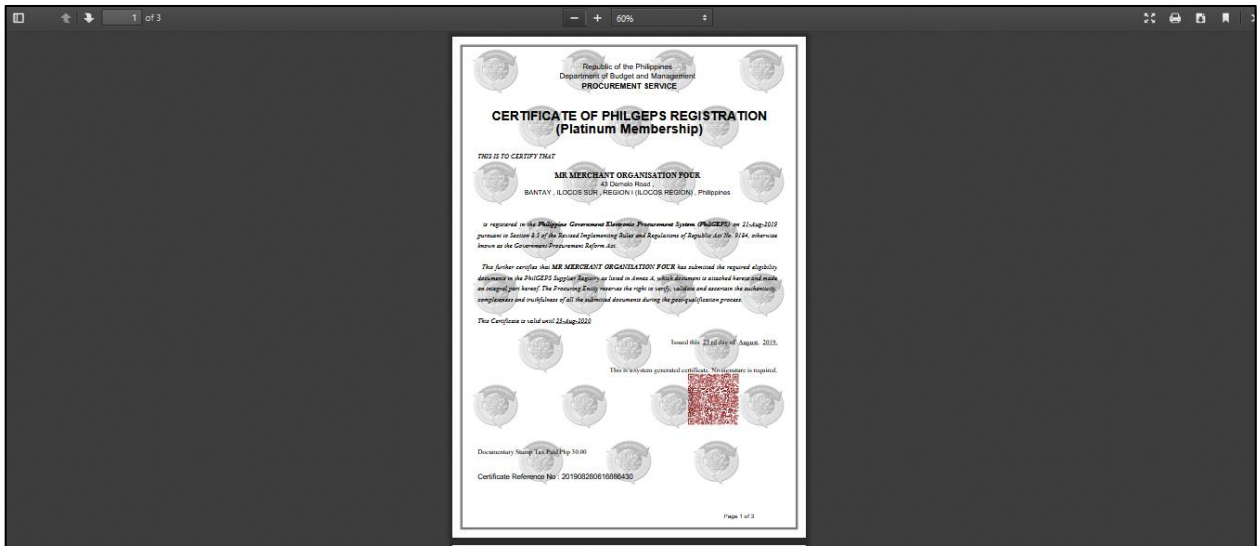
Show 10 entries

Sr.No	User Type	Generated By	Generation date and time	Certificate
1	Buyer/Admin	adminuatint1	23-Aug-2019 02:03 PM	

Showing 1 to 1 of 1 entries

Previous 1 Next

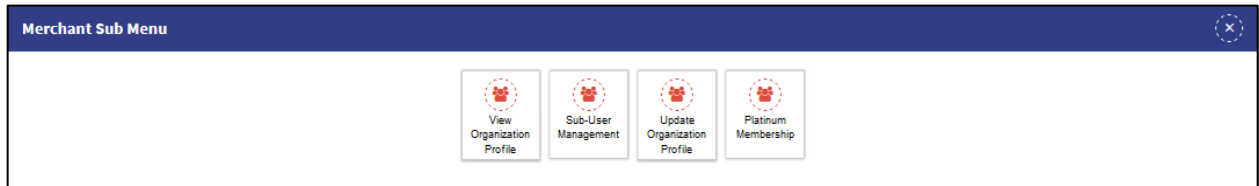
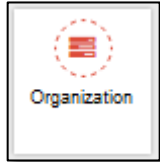
Step 4: Select “**Download Icon**”. This will download and open the certificate of the merchant. The Merchant can Select “**Print Icon**” to print the certificate.



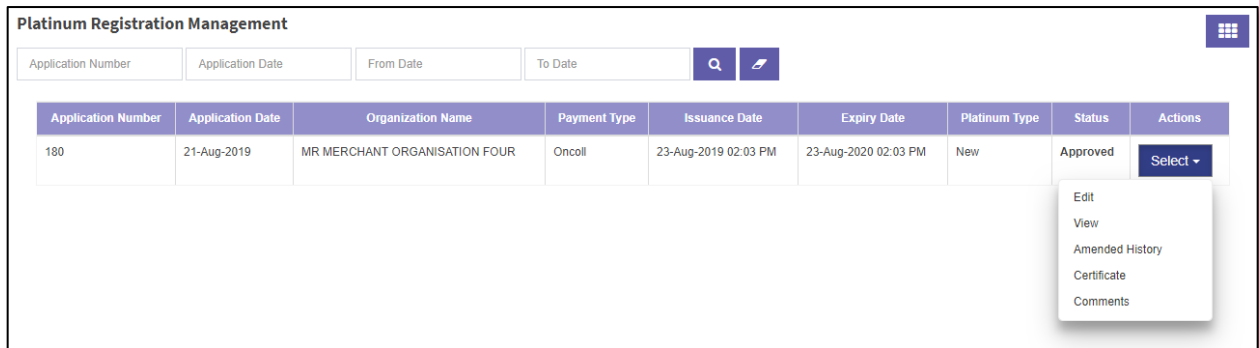
G. Edit Platinum Registration

Merchant after approval can Edit his platinum details anytime. This will amend his certificate details. This update does not require any payment or approval from PhilGEPS. Merchant can Edit his platinum details until his platinum membership is not expired or merchant has initiated renewal process.

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))

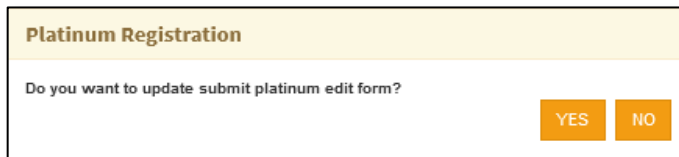


Step 2: Select “Menu” icon on top right of screen, select “Organization” Select “Platinum Membership”. Platinum Registration Management Screen will be displayed.

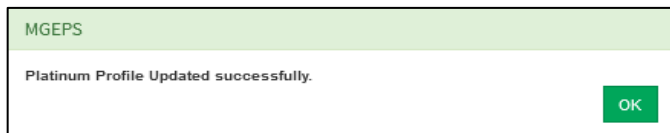


Step 3: Select “Edit” icon. This will open the Platinum details to Edit the values of the fields previously filled.

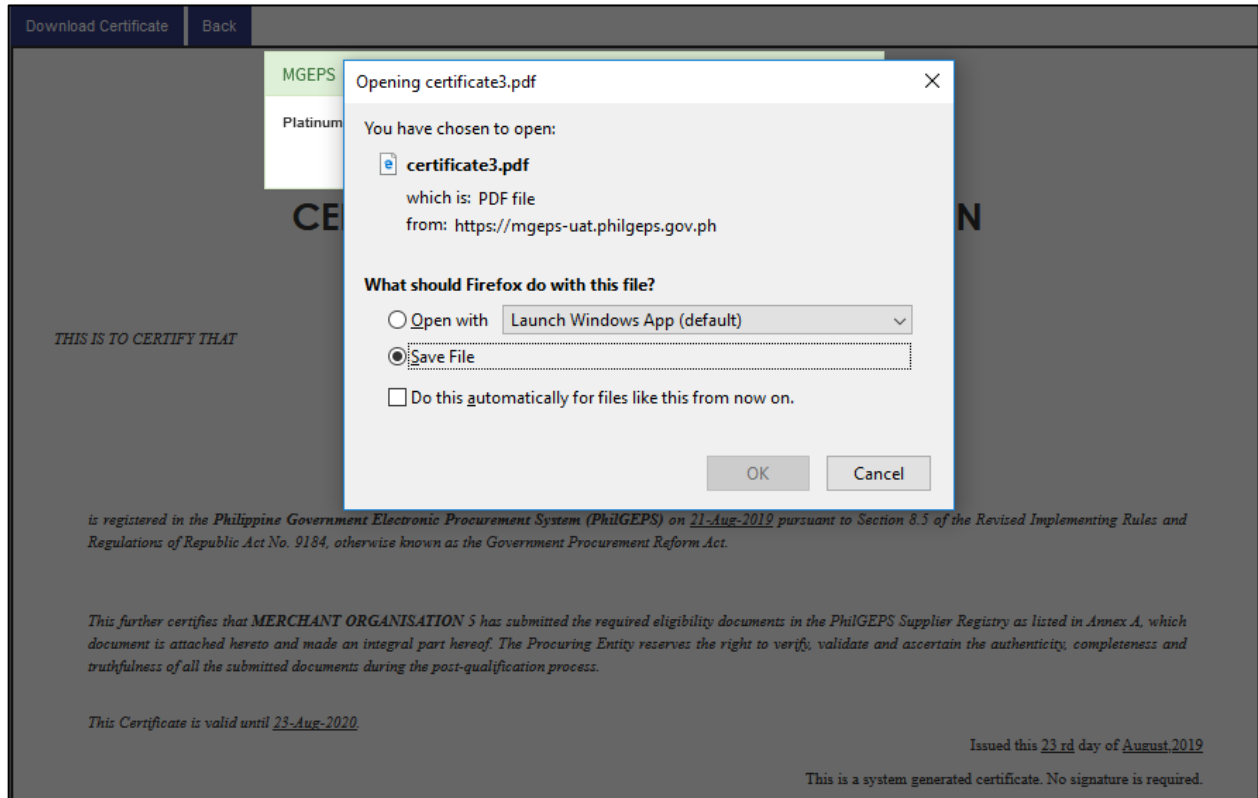
Step 4: Edit the Platinum Registration for applicable fields refer ([Part II. Platinum Registration. A. Platinum Upgrade Step 3 to Step 11](#))



Step 5: Select “Update”. System will prompt for confirmation “Do you want to update Submit Platinum Edit Form?” Select “YES” to update, select “NO” to close the popup.



Step 6: A confirmation message is displayed. Select **“OK”** to close the popup. This will also display the Platinum Certificate and a prompt to save the certificate is displayed.



Step 7: Select **“OK”** to save the file. Merchant can select **“Back”** button to navigate to platinum registration management.

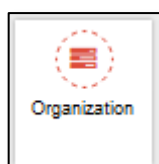
Platinum Registration Management

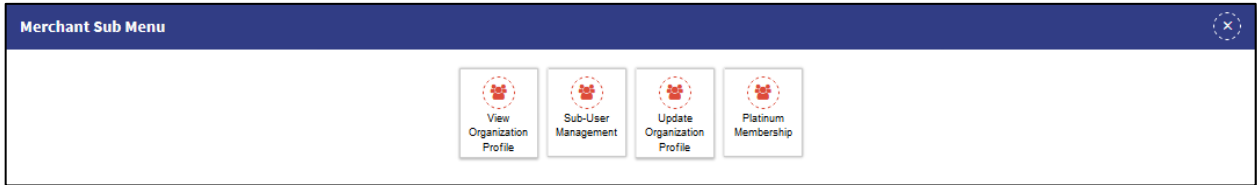
Application Number: [] Application Date: [] From Date: [] To Date: [] [Search] [Refresh]

Application Number	Application Date	Organization Name	Payment Type	Issuance Date	Expiry Date	Platinum Type	Status	Actions
181	23-Aug-2019	MERCHANT ORGANISATION 5	Cashier	23-Aug-2019 06:43 PM	23-Aug-2020 06:43 PM	New	Approved	Select -

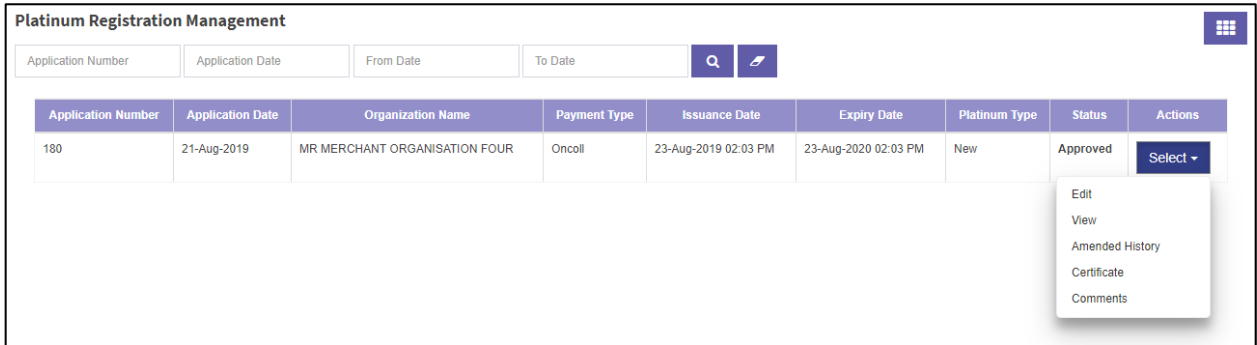
H. View Amended History

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))

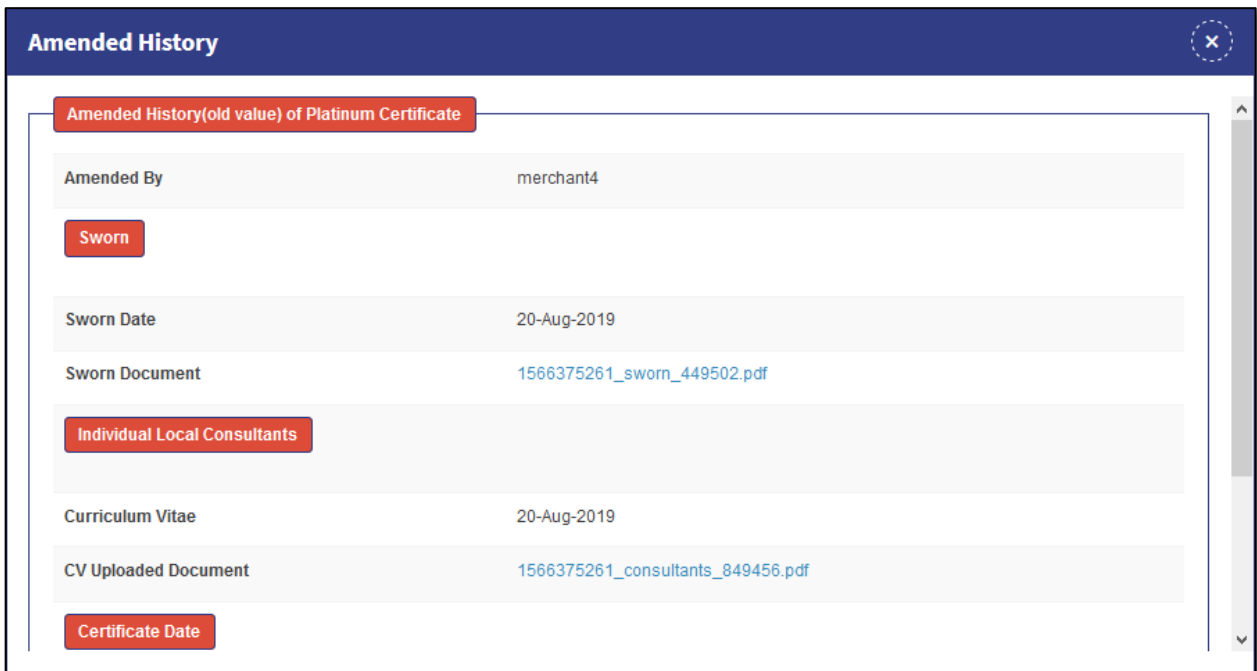




Step 2: Select “Menu” icon on top right of screen, select “Organization” Select “Platinum Membership”. Platinum Registration Management Screen will be displayed.



Step 3: Select “Amended History” icon. This will open the Amended History popup with platinum details which were changed with the field values previously filled.

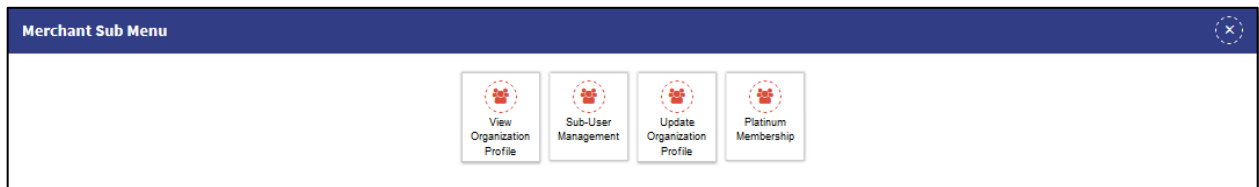
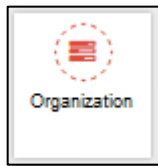


Step4: Merchant can Select “Close” Icon

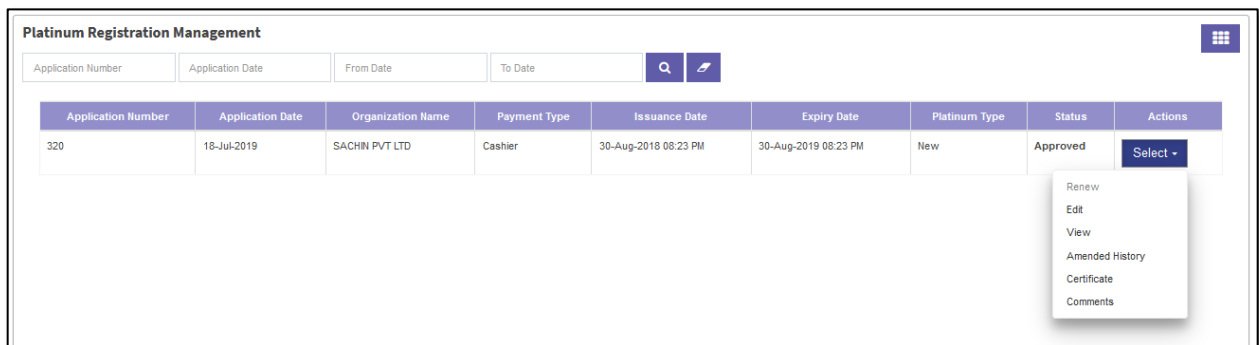
I. Renewal of Platinum Registration

60 days before expiry of platinum registration, merchant will receive email notification to renew his platinum registration.

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))



Step 2: Select **“Renew Platinum Registration”** from Pending Task. Alternatively, merchant can also select **“Menu”** icon on top right of screen, select **“Organization”** Select **“Platinum Membership”**. Platinum Registration Management Screen will be displayed



Step 3: Select **“Select”** button under action column. Select **“Renew”**. This will open the Platinum Renewal Application Form with the values filled while platinum application.

Platinum Renewal Back

Audited Financial Statement

Date of Filing: 1/1/19

Total Asset: 20.00

Total Liabilities: 4.00

BIR RDO Code: CODE

Upload Document (.pdf, .jpeg, .zips with 25MB Max.Size): 1563445328Testing_1.pdf Remove

Current Asset: 10.00

Current Liabilities: 30.00

Name of Auditor: Auditor

Sworn Statement

Date Signed: 10-Jul-2019

Upload Document(.pdf, .jpeg, .zips with 5MB Max.Size):

Document: 1563445402_sworn_475942.pdf

DTI Certificate

DTI Certificate Number: 456789

Issued By / Signatory: Sachin

Registration Date: 01-Jan-2019

Expiration Date: 29-Jul-2027

Upload Document(.pdf, .jpeg, .zips with 5MB Max.Size):

Document: 1563445402_dti_245128.pdf

I hereby certify that the information contain herein are true and accurate.

For applicable fields steps refer [Part II. Platinum Registration. A. Platinum Upgrade Step 3 to Step 19.](#)

Platinum Registration Management ☰

Application Number Application Date From Date To Date

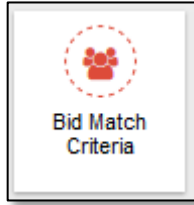
Application Number	Application Date	Organization Name	Payment Type	Issuance Date	Expiry Date	Platinum Type	Status	Actions
322	23-Aug-2019	SACHIN PVT LTD	Oncoff	-	-	Renewal	Platinum for Approval	Select -
320	18-Jul-2019	SACHIN PVT LTD	Cashier	30-Aug-2018 08:23 PM	30-Aug-2019 08:23 PM	Renewal	Approved	View

This will create new platinum registration application under Platinum Registration Management. Merchant can save the application in draft. Further later merchant can edit and apply for renewal of platinum registration.

J. Activate/Deactivate Bid Match

As a feature, list of bids matching the bid match criteria is sent as eMail notifications to platinum merchant users. The Email notification is activated on platinum approval. Merchant user can deactivate or activate as required.

Step 1: Merchant Login into system (Refer Section [Part I. Accessing mGEPS. B. System Log-in for Merchant Users](#))



Step 2: Select “Menu” icon on top right of screen, select “Bid Match Criteria” This will display bid match criteria.

Bid Match Criteria										Back
Notice Classification	Procurement Mode	Applicable Procurement Rules	Funding Instrument	Business Category	Province	Approved Budget Min	Approved Budget Max	Email Status	Actions	
				Software,Information Technology Service Delivery				Activate	Select + Edit Inactivate	

Step 3: Select “Select” button.

This will display option inactive if the email notification is active.

Bid Match

Do you want to deactivate the Bid Match?

Step4: Select “Inactive”. system will prompt for confirmation “Do you want to deactivate the Bid Match?” Select “YES” to make the notification inactive else Select “NO” to close the popup.

Step5: A confirmation message is displayed “Bid Match deactivated successfully” Select “OK” to close the popup.

Alternatively, option activate is displayed if the email notification is inactive.

Sector

Do you want to Activate the Bid Match ?

Step4: Select “Activate”. system will prompt for confirmation “Do you want to deactivate the Bid Match?” Select “YES” to make the notification inactive else Select “NO” to close the popup.

Step5: A confirmation message is displayed “Bid Match activated successfully” Select “OK” to close the popup.

Part III. eMarketplace

Merchant can refer **User Manual - E-Market Place for Merchant** for eMarketplace process.